Managing My Account

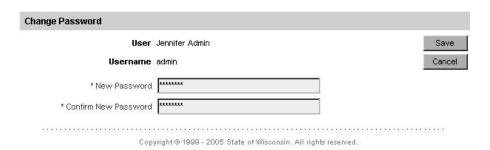**In this chapter:**

Changing Passwords
Editing User Information

VIIS allows all users to manage their own user information, merge other access accounts, and change their own password.

Changing Passwords
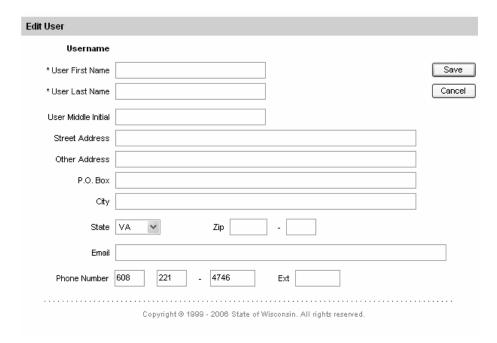
To change your VIIS password, follow these steps:

1. Access the post-login page by logging into VIIS.
2. Click Change My Password under the Manage My Account section of the menu panel.

Change Password		
User Jennifer Admin		Save
Username admin		Cancel
* New Password	********	
* Confirm New Password	********	

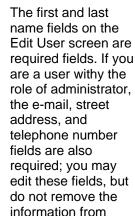Copyright @ 1999 - 2005 State of Wisconsin. All rights reserved.

3. Enter a new password with a minimum length of four alphanumeric characters.
4. Re-enter the new password in the Confirm New Password field.
5. Press SAVE the message "Password Updated" appears in red at the top of the screen.

Editing User Information

1. Access the post-login page by logging in to VIIS.
2. Click Edit My User Account under the Manage My Account section of the menu panel.

Edit User

Username

* User First Name	[_____]
* User Last Name	[_____]
User Middle Initial	[_____]
Street Address	[_____]
Other Address	[_____]
P.O. Box	[_____]
City	[_____]
State	VA ▼ Zip [____] - [____]
Email	[_____]
Phone Number	608 221 - 4746 Ext [____]

[Save]   [Cancel]

The first and last name fields on the Edit User screen are required fields. If you are a user withy the role of administrator, the e-mail, street address, and telephone number fields are also required; you may edit these fields, but do not remove the information from them

3. Edit your first or last name in the appropriate fields. You may also enter or edit your middle initial, e-mail address, postal address, or telephone number information in the appropriate fields.

4. Press *Save.* If changes were made, the message "User Updated" appears on the screen.